



APPLICATION FOR  
**HISTORIC DISTRICT COMMISSION (HDC)  
CERTIFICATE OF APPROVAL**

**PROJECT IDENTIFICATION:** \_\_\_\_\_

Application is hereby made with the Historic District Commission of Rockville for a Certificate of Approval for the property described below:

PLEASE PRINT CLEARLY OR TYPE	PROPERTY ADDRESS			
	NUMBER, STREET & ZIP			
	SUBDIVISION	LOT	BLOCK	
	ZONING	TAX ACCOUNT NO.	PROPERTY SIZE (in square feet)	
APPLICANT*	NAME	MAILING ADDRESS – NUMBER, STREET, CITY, STATE, ZIP		PHONE / FAX / E-MAIL
	FIRST			
	LAST			
PROPERTY OWNER	FIRST			
	LAST			
ARCHITECT Registration #	COMPANY			
	LAST	FIRST		

SCOPE OF WORK		
<input type="checkbox"/> FENCE	<input type="checkbox"/> MATURE TREE REMOVAL	<input type="checkbox"/> CHIMNEY
<input type="checkbox"/> SIDING/TRIM	<input type="checkbox"/> WINDOWS/DOORS	<input type="checkbox"/> MISCELLANEOUS
<input type="checkbox"/> SIGNAGE	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ORDINARY MAINTENANCE
<input type="checkbox"/> PARKING LOT	<input type="checkbox"/> ROOFING	<input type="checkbox"/> EXACT DUPLICATE NO CHANGE IN DESIGN & MATERIAL
<input type="checkbox"/> LANDSCAPING	<input type="checkbox"/> ACCESSORY BUILDING	<input type="checkbox"/> OTHER

\* A letter of authorization from the owner must be submitted if this application is filed by anyone other than the owner.

Description of the proposed work in brief: \_\_\_\_\_

I hereby certify that I have the authority to make this application, that the application is complete and correct and that I have read and understand all procedures for filing this permit.

**TO BE COMPLETED BY STAFF**

Application #: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_  
Decision: ☐ Approved ☐ Staff Approval  
☐ Denied ☐ Approved w/conditions  
45 Day Review Date: \_\_\_\_\_  
Staff reviewer: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Received by: \_\_\_\_\_  
Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_

**See reverse side**



APPLICATION CHECKLIST  
**HISTORIC DISTRICT COMMISSION (HDC)**  
**CERTIFICATE OF APPROVAL**

Please complete this checklist and include it as part of the application submittal. Each item on the checklist must be contained in the application packet. If items are missing, the application cannot be accepted. This checklist must be included with the submittal when filing with staff.

***Submit twelve (12) copies of all documents unless otherwise noted***

**IMPORTANT NOTE:** AN ACCEPTABLE AND COMPLETE **HDC** SUBMITTAL INCLUDES ALL OF THE FOLLOWING ITEMS – Any submittal package filed with the Historic Preservation Office that does not contain each and every item on this checklist **cannot** be accepted and will be returned to the applicant.

Submitted		For Staff Use Only	Received	
<input type="checkbox"/>			<input type="checkbox"/>	A detailed site development plan 8½"x11" if possible.
<input type="checkbox"/>			<input type="checkbox"/>	Landscaping plan (required for tree removal or new construction).
<input type="checkbox"/>			<input type="checkbox"/>	Architectural drawings including floor plans, elevations and sections 8½"x11"if possible.
<input type="checkbox"/>			<input type="checkbox"/>	Photographs of area affected
<input type="checkbox"/>			<input type="checkbox"/>	Sample materials or brochures with materials specifications if any change from original materials is proposed
<input type="checkbox"/>			<input type="checkbox"/>	Additional information as requested by Historic Preservation staff

Comments on Submittal: (For Staff Use Only): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following information is required as part of this application for certificate of approval by the Historic District Commission:



## SUBMITTAL PROCEDURES FOR HISTORIC DISTRICT COMMISSION (HDC) CERTIFICATE OF APPROVAL

Each applicant needs to be aware of the following facts about the processing of this application. After reading the following information, please sign below to acknowledge your understanding.

### **1. PRE-APPLICATION MEETING:**

A pre-application meeting with the Historic Preservation staff is recommended prior to filing all applications.

### **2. FILING LOCATION:**

Application must be filed with the City of Rockville Community Planning and Development Services Department at 111 Maryland Avenue, Rockville, MD. The application must be filed by the last Tuesday of the month prior to the scheduled Historic District Commission meeting.

### **3. INSPECTION OF THE PROPERTY**

Members of the Historic District Commission and City Historic preservation staff must be given the opportunity to physically inspect the subject property to help them reach a decision on the application. This opportunity must be granted provided that reasonable notice is given for said inspection.

### **4. HEARING/MEETING APPEARANCE**

Once the application is complete, staff will set a tentative date for a public hearing by the Historic District Commission. Meetings of the Commission are held on the 3rd Thursday of the month, in the Mayor & Council Chambers at City Hall at 7:00 p.m. The applicant must be prepared to present his/her case before the Historic District Commission, if necessary.

### **5. FILING DEADLINES**

A schedule of filing deadlines are maintained by the Planning Division.

### **6. SIGN**

A sign will be posted by the historic perservation staff on the property announcing the public hearing by the Historic District Commission approximately one week prior to the meeting. The sign must be returned to staff at the HDC meeting.

---

Applicant's Signature

---

Date

The following information is required as part of this application for a Certificate of Approval by the Historic District Commission:

1. **SITE PLAN** (12 copies) maximum size 11"x17" showing:
- A. Lot dimensions.
  - B. Building location within dimensions of lot and location of proposed buildings or changes.
  - C. Dimensions and locations of drives, walks, fences, porches, patios, accessory buildings, planting areas, freestanding signs (if any) etc., existing and proposed.
  - D. North arrow, date, and scale of plan.
  - E. Landscaping plan indicating plant placement, number, types, species, height/spread at installation and at maturity. Spacing of all plantings must be shown.
- (A. B. C. and D. required for all applications. E is required only for tree removal, new construction, and landscape plans or alterations)**

2. **ARCHITECTURAL DRAWINGS** (12 copies) maximum size 11"x17" **(required for structural alterations, additions and new construction):**

Floor plans, elevations, and sections (if needed) with north arrow, date, scale and dimensions, North, south, east, and west labeled views as necessary showing:

- |   |   |
|---|---|
| A. Number of stories and building height. | E. Trim and architectural details.  |
| B. Siding dimensions.                     | F. Exterior stairs.   |
| C. Window/door dimensions and details     | G. Chimney detail.  |
| D. Railing dimensions and details.        | H. Sign location and maximum area of all signs per Chapter 25-Article 11 of the Zoning and Planning Ordinance |

3. **PHOTOGRAPHS** – Photographs of area affected - all views **(Required for all applications)**

4. **BROCHURES (Required for change of material, structural alterations, additions, and new construction)**  
A brochure with specifications or a sample of the composition, color, and texture of materials to be used including:

- |                   |             |             |
|-------------------|-------------|-------------|
| A. Roof materials | E. Gutters  | I. Patios   |
| B. Siding         | F. Drives   | J. Railings |
| C. Windows        | G. Walks    | K. Fences   |
| D. Doors          | H. Flooring | L. Signs    |

5. **TREE REMOVAL PROCEDURES**  
Applicants must apply for both hazardous tree and non hazardous mature tree removals.